

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **MENTAL HEALTH SYSTEMS COORDINATOR**

Jurisdictional Class: **Competitive**

Date Adopted: **1/11/88**

Date Revised:

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **15**

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and managerial position involving the monitoring of an operative system for centralized management of mental health program data through the use of electronic data processing and other control procedures. Provides liaison between state technical and administrative staff and local county agency. Performs duties under the general direction of the Director of Mental Health with wide leeway allowed for planning and implementing system operations and carrying out specific details of the program. May supervise small clerical and/or professional or technical personnel unit. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates installation and implementation of mental health systems among local and state systems staff;

Interprets state regulations and procedures to insure compliance;

Serves as local resource person for county mental health systems operations and provides liaison to state Office of Mental Health staff;

Assists state analysts and technicians in developing methods and procedures to adapt the system to local and state needs;

Designs and supervises the operation of procedures to provide appropriate data for mental health systems use;

Sets guidelines and provides instruction on access and use of system capability;

Reports on uses, problems and potential of mental health systems to Director of Mental Health and others;

Directs studies of mental health systems impact on agency operations and staffing;

Resolves technical problems caused by introduction and enhancement of mental health systems;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of administration as applied to mental health systems; good knowledge of laws, rules, regulations, policies and procedures governing mental health operations; good knowledge of accepted design and theory relating to work organization and processing; working knowledge of the potential uses and general limitations of electronic data processing systems in multi-purpose, highly variable applications; ability to plan and supervise the work of others; ability to describe departmental needs and capabilities to the Director of Mental Health; ability to assist operational staff in detecting and resolving problems in systems operation; ability to prepare written summaries and reports; ability to evaluate systems operations and usefulness; ability to work under pressure and resolve conflicting priorities.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree **and** one (1) year of experience in coordinating the administration and operation of various components of a mental health system; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree **and** three (3) years of experience as defined in (A); **OR**

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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(C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Minimum qualifications – C.S.C. 4/4/88

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a
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Last Reallocated: n/a